

Defense Travel System

DTS Guide 2: Authorizations

Look-Ahead Version: Content subject to change until implemented in DTS

January 24, 2018

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Revision History

| Revision No. | Date | Authorization | Revision/Change Description | Page, Section |
|--------------|------------|---|---|---------------|
| 1.0 | 08/11/17 | Defense Travel Management Office (DTMO) | New Guide | All |
| 1.1 | 08/21/2017 | DTMO | Updated Link | Section 8 |
| 1.2 | 09/28/2017 | DTMO | Updated Screenshots | Sections 3&4 |
| 1.3 | 12/4/2017 | DTMO | Updated expense types | Section 4.1.2 |
| 2.0 | 1/19/2018 | DTMO | Look-Ahead Version Updated with major DTS changes to document creation, travel module, and expense process | Sections 2-4 |
| 2.1 | 1/24/2018 | DTMO | Look-Ahead Version Screenshot Changes | Throughout |

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1 Temporary Duty (TDY) Authorizations

A DTS authorization captures information regarding an upcoming TDY (locations, should-cost estimates, and other financial aspects of the trip, including travel-related expenses you* incurred prior to the first day of travel). Essentially, the authorization is a means of informing everyone who needs to know when you will be gone, where you will be working, and how much you expect your trip to cost.

When you create a TDY authorization in DTS, the system accesses database information from your DTS personal profile, your organization's budget, and DoD travel regulations to help streamline the document creation process.

*In this Guide, “you” are the traveler, unless stated otherwise.

2 Create the Authorization

To create an authorization, log onto DTS. On the DTS Welcome screen (Figure 2-1), select **Official Travel**, then **Authorizations / Orders** on the navigation bar and drop-down menu. The Authorizations screen (Figure 2-2) opens.

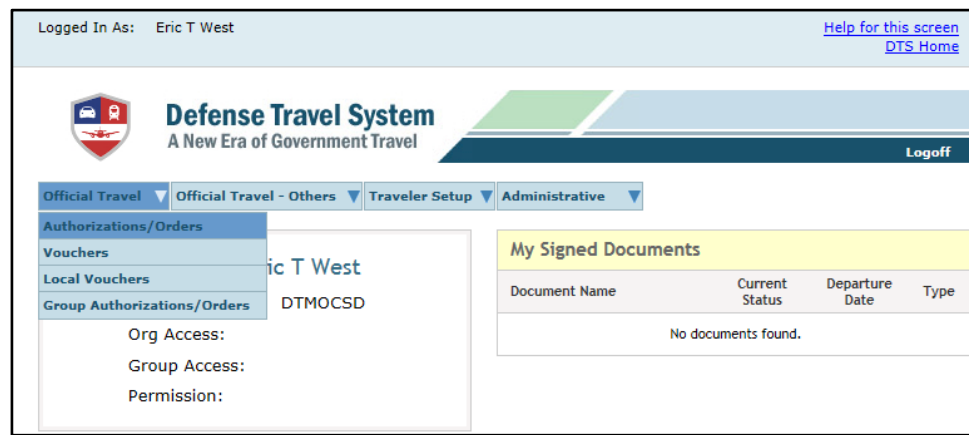


Figure 2-1: DTS Welcome Screen > **Official Travel** Drop-Down Menu

Defense Travel System

Logged In As: [Eric T. West](#)
 Traveler Name: [Eric T. West](#)

Document Type: Authorization
 Screen ID: 1001.1

Help

Authorizations Vouchers Local Vouchers Group Authorizations

— Authorizations —

These are the trip documents for your upcoming trips. [Create New Authorization](#)

☐ Show inactive documents

| Document Name | Departure Date | Status | TA Number | Edit | Print | Remove/Cancel | Amend |
|-------------------------|----------------|------------|-----------|-----------------------------|-----------------------|-----------------------------|-------|
| EWMACDILLAFBF020418_A01 | 02/04/2018 | CREATED | | Edit | Print | Remove | |
| EWGREENBAYWI012818_A01 | 01/28/2018 | CREATED | | Edit | Print | Remove | |
| EWBILLINGSMO011418_A01 | 01/12/2018 | CREATED | | Edit | Print | Remove | |
| EWGREENBAYWI010718_A01 | 01/07/2018 | ADJUSTED | | View / Edit | Print | Trip Cancel | |
| EWATLANTAGA121017_A01 | 12/10/2017 | CREATED | | Edit | Print | Remove | |
| EWATLANTAGA121017_A02 | 12/10/2017 | CREATED | | Edit | Print | Remove | |
| EWLEVELANDOH121217_A01 | 12/10/2017 | CREATED | | Edit | Print | Remove | |
| EWDENVERCO121017_A01 | 12/10/2017 | CREATED | | Edit | Print | Remove | |
| EWSTLOUISMO121017_A01 | 12/10/2017 | CTO BOOKED | | View | Print | | |
| EWARLINGTONVA111317_A01 | 11/13/2017 | CREATED | | Edit | Print | Remove | |

Show entries

< 1 2 3 4 5 ... 24 >

Figure 2-2: Authorizations Screen

Select **Create New Authorization**. The Create New Authorization drop-down (Figure 2-3) opens.

- Select the top section (**Routine TDY and most trip types**) to use the new itinerary-creation process. You can use this option on any trip except those that use **Special Circumstances Travel** secondary trip types. Go to Section 2.2.
- Select the bottom section (**Special Circumstances Travel (SCT)**) to use the legacy itinerary-creation process. Go to Section 2.1. You can use this option on any trip.

Defense Travel System

Logged In As: [Eric T West](#) Document Type: Authorization
 Traveler Name: [Eric T West](#) Screen ID: 1001.1 Help

Authorizations Vouchers Local Vouchers Group Authorizations

— Authorizations —

These are the trip documents for your upcoming trips.

☐ Show inactive documents

| Document Name | Departure Date | Status | TA Number | Edit | Print |
|-------------------------|----------------|------------|-----------|-----------------------------|-----------------------|
| EWMACDILLAFBF020418_A01 | 02/04/2018 | CREATED | | Edit | Print |
| EWGREENBAYW012818_A01 | 01/28/2018 | CREATED | | Edit | Print |
| EWBILLINGSMO011418_A01 | 01/12/2018 | CREATED | | Edit | Print |
| EWGREENBAYW010718_A01 | 01/07/2018 | ADJUSTED | | View / Edit | Print |
| EWATLANTAGA121017_A01 | 12/10/2017 | CREATED | | Edit | Print |
| EWATLANTAGA121017_A02 | 12/10/2017 | CREATED | | Edit | Print |
| EWCLEVELANDOH121217_A01 | 12/10/2017 | CREATED | | Edit | Print |
| EWDENVERCO121017_A01 | 12/10/2017 | CREATED | | Edit | Print |
| EWSTLOUISMO121017_A01 | 12/10/2017 | CTO BOOKED | | View | Print |
| EWARLINGTONVA111317_A01 | 11/13/2017 | CREATED | | Edit | Print |

Show entries

< 1 2 3 4 5 ... 24 >

Create New Authorization

Routine TDY and most trip types

This includes: Routine TDY/TAD, Open Allotment, Arrangements Only, Permanent Change of Station, Permissive, House Hunting, Invitational, ITA Family (Transportation Only), and ITA Family (Full Reimbursement).

Special Circumstances Travel (SCT)

This includes: Dependent Travel, Special R&R Leave, Family Visitation Travel (FVT), Emergency Leave, Student Travel, etc. For a complete list, consult the JTR.

Figure 2-3: Create New Authorization Drop-Down

2.1 Legacy Itinerary-Creation Process

You can follow the legacy itinerary-creation process on any authorization. You must use the legacy process if your authorization contains a “Special Circumstances Travel” trip type, which the new itinerary-creation process does not support. When you select bottom option on the **Create New Authorization** pop-up (Figure 2-3). The first Trip Overview screen (Figure 2-4) opens.

Logged In As: [Eric T West](#) Document Type: Authorization Screen ID: 1151.1 [Close Window](#) [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: *

*Departing On:
(mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:
☐ ☐ ☐ ☒

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1:

*Arriving On:
(mm/dd/yyyy)

*Departing On:
(mm/dd/yyyy)

Location Tools:
Search By:

D At this location I will need
Rental Car
☐

E Will you be traveling to another TDY location?

Figure 2-4: First Trip Overview Screen



Note: A red asterisk (*) indicates required information.

2.1.1 First Trip Overview Screen

In **Section A**, *I am leaving from*, enter your basic trip details:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

This section populates with information stored in your personal profile. If the starting location is not your residence or duty station, type the city name into the **Starting Point** field and select **Search** to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the **Departing On** field. Use the calendar icon or type the date.
3. Select the **Trip Type**.
4. Select the **Trip Purpose**.

In **Section B**, *I will be traveling to my TDY location by*, select the mode of transportation for your trip.

1. Select the radio button for the transportation mode you will be using to travel to your TDY location.
2. Select your preferred **Time** of departure.

In **Section C**, *My TDY location is*, identify your TDY location by typing the TDY location, zip code, or country name in the text field. A drop down list of cities or counties will display after you type 2 or more characters. If you type a zip code, the name of the city will display.

In **Section D**, select the radio button if you need a rental car at your TDY location. If selected, DTS automatically displays the Other Transportation screen later in the authorization creation process.

In **Section E**, select **Yes** if you need to enter another TDY location, or **No** if you are done entering TDY locations.

Selecting **Yes** displays options that will allow you to add date, travel, and location information for your next TDY location. When you select **No**, the Trip Overview screen updates (Section 2.2.2).

2.1.2 Second Trip Overview Screen

When you select **No** in **Section E**, the Trip Overview screen refreshes to show updated **Sections B, C, and D** and new **Sections E and F** (Figure 2-5).

Logged In As: [Eric T West](#) Traveler Name: [Eric T West](#) Document Type: Authorization Screen ID: 1151.1 [Close Window](#) [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: *VA Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On: (mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

B My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

| | Location | Arriving On | Departing On | Edit | Delete |
|--------------------------|--------------|-------------|--------------|----------------------|------------------------|
| Insert 1 | FT. KNOX, KY | 03/04/18 | 03/10/18 | Edit | Delete |

C I am returning to: (Select from list or enter below):

*Ending Point: * Return locations in profile:
RESIDENCE
DUTY STATION

*Arriving On: (mm/dd/yyyy)

*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging
☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:
☒ ☐ ☐ ☐

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above: ☐

F *Conference/Event Name: ☐ Not Applicable

Figure 2-5: Refreshed Trip Overview Screen

In **Section C**, *I am returning to*, enter your return destination and date.

1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.
2. Enter or select the **Arriving On** date.

Note: If you travel across the International Date Line from east to west, your **Departing On** date may actually be later than your **Arriving On** date (e.g., you leave Tokyo, Japan on Tuesday and arrive in San Diego, CA on Monday). DTS flags this as an error. To fix it, you must change the **Arriving On** date to equal the **Departing On** date, and make a note in the **Trip Comments** box of the Trip Preview screen to indicate the actual **Arriving On** date.

3. Select the correct **Trip Duration** radio button. DTS defaults to **Multi-Day** if the trip exceeds one day.

In **Section D**, *I will be returning from my TDY by*, identify the transportation mode for the return trip.

1. Select the type of transportation you will use to travel from the TDY location to the return location.
2. Select your **Time** of departure.

Section E contains one check box labeled, *“Check this box if you have other ticketed transportation not listed above”*. Check the box if you will purchase a transportation ticket without making reservations in DTS.

In **Section F**, identify whether you will attend a conference or event on this trip – and if so, which one.

1. Select **Not Applicable** if you will not attend a conference
-OR-
Select **Search Conference/Event**, then select or enter the name of the conference or event you will attend.
2. Select **CTO Full Assistance Request** to have the Travel Management Company (TMC; what DTS calls a “Commercial Travel Office [CTO]”) book all your reservations for you. The TMC may charge an additional fee if you use this option.

2.2 New Itinerary-Creation Process

You may use the new itinerary creation process for all TDY trips unless your trip requires you to use one of the “Special Circumstances Travel” secondary trip types.

When you select the top option on the **Create New Authorization** pop-up (Figure 2-3), the Create Itinerary screen (Figure 2-6) opens.

The screenshot displays the 'Create Itinerary' screen within the Defense Travel System. The header includes the system name and user information. The main content area is divided into sections for trip creation details, an overview, and trip specifics.

Create Itinerary

YOUR TDY LOCATION(S)

Arriving: MM/DD/YYYY
 Departing: MM/DD/YYYY
 TDY Location: City or Zip
 Traveling By: Air
 Time of Day: Morning
 Rental Car?: No
 + Add Another Location

TRIP OVERVIEW

Leaving On: MM/DD/YYYY
 Returning On: MM/DD/YYYY
 Leaving From: ☒ My Residence, ☐ My Duty Station, ☐ City or Zip
 Returning To: ☒ My Residence, ☐ My Duty Station, ☐ City or Zip
 Trip Duration: [Dropdown]
 Returning By: Air
 Time of Day: Morning

YOUR TRIP DETAILS

Type: AA-ROUTINE TDY/TAD
 Description (optional): [Text Area]
 Conference/Event Name: ☒ Not attending a conference, ☐ [Dropdown]

Buttons: Cancel, Continue

Figure 2-6: Create Itinerary Screen

The Itinerary screen contains three sections:

- **YOUR TDY LOCATION(S)**
 - Enter the **Arriving** and **Departing** date for each TDY location.
 - Identify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation).
 - Identify how you will travel, the time of day you want to travel, and whether you will need a rental car. The most commonly selected options show as a default, but you may change them.

If you are traveling to multiple locations, select the plus sign (+) icon below **Rental Car** to add a row for your next TDY location.

- **TRIP OVERVIEW**
 - The **Leaving On** and **Returning On** dates auto-populate to match the dates in the **YOUR TDY LOCATION(S)** fields. If any date is not correct, enter the correct dates.
 - Enter the place you will be **Leaving From** and **Returning To**.
 - The **Trip Duration** auto-populates.
- **YOUR TRIP DETAILS**
 - Change the **Type** if the pre-populated option isn't correct and select a **Purpose** for your TDY. The Description text box is optional.
 - If you will be attending a conference, enter the requested conference information.

After you complete the entries on this screen, select **Continue** to proceed to the **Reservations** module (Section 3), where you can make your trip reservations.

3 DTS Reservations Module

The DTS **Reservations** module (Figure 2-7) lets you make commercial air and rail, rental car, and lodging reservations. After you save your itinerary, if your itinerary calls for any reservations, the **Reservations** module automatically opens. Information displays in two columns beneath the header bar (indicator #1) and navigation bar (indicator #2):

- On the left, a progress bar (indicator #3) shows all the items you need to complete before you sign the authorization. See Section 3.1.
- On the right, the working area (indicator #4) contains the tools you'll use to make your reservations. See Sections 3.2-3.6.

You can re-visit the **Reservations** module at any time by selecting **Reservations** at the top of any DTS screen. **Note:** The old DTS screens still call the **Reservations** module the **Travel** module.

The screenshot displays the DTS Reservations Module Overview. The interface is divided into several sections:

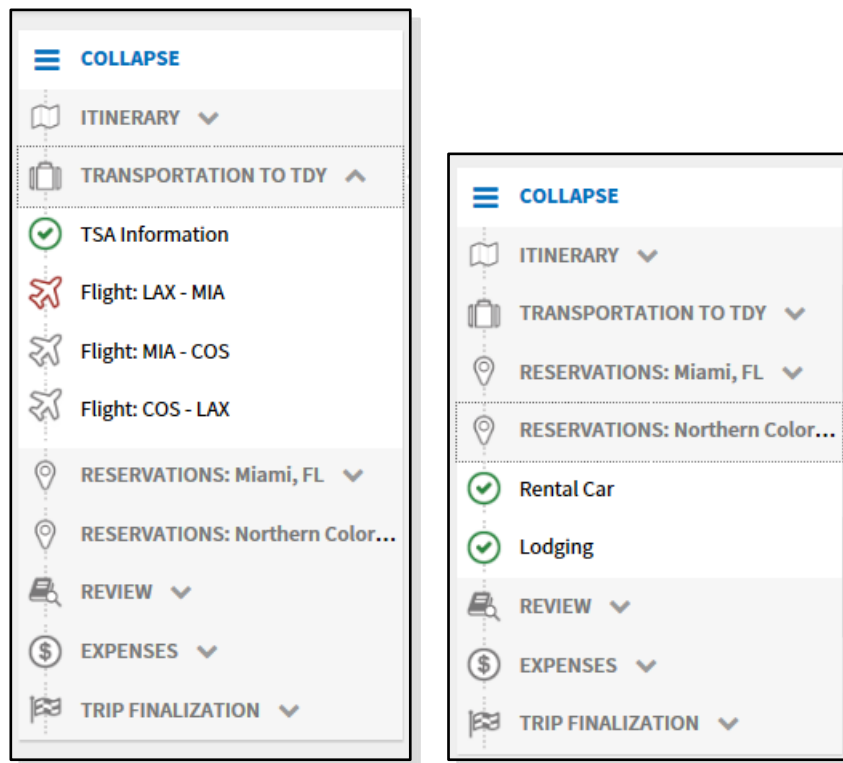
- Header Bar (1):** Contains the Defense Travel System logo, user information (Logged In As: Eric T West, Traveler Name: Eric T West), document type (Authorization), and screen ID (0000.0).
- Navigation Bar (2):** Features tabs for Itinerary, Reservations, Expenses, Accounting, and Options.
- Left Sidebar (3):** Includes a progress bar and a list of tasks: DOC INFO, ITINERARY, Create Itinerary, TRANSPORTATION TO TDY, TSA Info, Flight: IAD - COS, Flight: COS - IAD, RESERVATIONS: COLORADO SPRING..., Rental Car, Lodging, REVIEW, Review Reservations, EXPENSES, Trip Costs, Per Diem, Accounting, TRIP FINALIZATION, Final Review, Other Auths, Pre Trip Audit, and Sign and Submit.
- Main Area (4):** Titled "Enter Your TSA Info for This Trip", it contains a form for TSA information. The form includes fields for First Name (Eric), Last Name (West), Middle Initial (T), Gender (Male), Date of Birth (11/18/1989), Known Traveler Number, and Redress Number. A checkbox for "Save this TSA information to my profile" is also present. A "Continue to Booking" button is at the bottom right.

Figure 2-7: DTS **Reservations** Module Overview

3.1 The Progress Bar

The progress bar (Figures 2-8a and 2-8b) shows what you have done so far (green circle with a checkmark), what you are currently working on (red icon), and what you still have to do (grey icon). Reservations you skipped also display a red icon.

You can collapse or expand each individual section. Figures 2-8a and 2-8b show the progress bar with different sections expanded.



Figures 2-8a and 2-8b: Progress Bar

The progress bar contains the following sections:

1. **Itinerary:** Enter basic trip details (Sections 2.1-2.2).
2. **Transportation to TDY:** (Sections 3.2-3.5)
 - Enter your TSA information (only appears if you require at least one flight).
 - Reserve en route transportation (e.g., flights, trains, rental cars) to, from, and between official locations.
3. **Reservations: <location>:** Reserve hotels and “in-and-around” rental car transportation at each TDY location. (Sections 3.5-3.6)

4. **Review:** Check all your reservations. Add new or delete existing reservations as needed. (Section 3.7)
5. **Expenses:** (Sections 4-6)
 - Enter your reimbursable expenses and travel allowances.
 - Enter lines of accounting.
 - Request a travel advance or partial payments.
 - Update your DTS profile.
6. **Trip Finalization:** (Section 7)
 - Review and sign the document.
 - Place official comments on the document.
 - Justify flagged expenses.
 - Digitally sign the document.

Note: Items on the Progress Bar are not links. You cannot use them to navigate to different screens.

3.2 Transportation Security Administration (TSA) Information

If you need air reservations, the TSA Secure Flight Information screen (Figure 2-9) displays first. If you do not need air reservations, the screen does not appear.

Enter Your TSA Info for This Trip ⓘ

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the [TSA's website](#) ⓘ

First Name * Last Name * Middle Initial

Eric West T

Gender *

☒ Male ☐ Female

Date of Birth *

11/18/1989

Known Traveler Number ⓘ Redress Number ⓘ

☐ Save this TSA information to my profile

[Continue to Booking >](#)

Figure 2-9: TSA Information Screen

You must enter TSA Secure Flight Information whenever you request air reservations. It contains the Secure Flight Personal Data (SFPD) information that DTS must transmit to the TSA for watch list screening. The fields populate with information from your DTS profile, but you can change them if necessary.

When creating an authorization for a dependent, you must enter the information for the dependent traveler.

Note: The TSA PreCheck program offers expedited security screening at participating airports. To use dedicated TSA PreCheck security lanes, enter your DoD ID number in the **Known Traveler Number** text box (see Table 2-1) when making air reservations for official travel.

Table 2-1

| TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS | |
|---|---|
| Field | Definition |
| First Name, Last Name, Middle Initial | Enter your name as it appears on the State- or Government-issued identification you will use at airport security. Do not include suffixes (e.g., Jr.). |
| Gender | Select whether you are male or female. |
| Date of Birth | Choose the date you were born. |
| Known Traveler Number | (optional) Enter the 10-digit DoD ID number on the back of your Common Access Card (CAC) if you are enrolled in the TSA PreCheck program. |
| Redress Number | (optional) Enter the number the Department of Homeland Security assigned you to prevent watch list name misidentification if you have experienced previous travel screening difficulties. |

1. Enter or update your profile information, if needed.
2. (Optional) Check the **Save this TSA information to my profile** box to update your DTS personal profile. If you don't selected it, the information will only be used for the current document.
3. Select **Continue to Booking**.

3.3 Make Flight Reservations

If you indicated you would use commercial air as a transportation mode when you built your itinerary, DTS automatically searches for flights and displays the results. You can also access the flight screens at any time by selecting **Add to Trip > Add new flight** on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the **Trip Summary** link on any screen in the **Reservations** module, or **Reservations** or **Travel** at the top of a screen in any other document module.

Booking a flight is a three-step process.

1. **Step 1** (Figure 2-10): DTS initially lists available airfare with policy-compliant fares at the top, other fares at the bottom, and from least expensive to most expensive. Use a **Select Flight** button (indicator #1) to choose a flight.

Flight Step 1 of 3: Select a Flight

DEPARTING FROM: IAD - Washington Dul
ARRIVING AT: COS - Colorado Sprir
DEPARTING ON: 03/04/2018 Morning

Sort by: Cost (Lowest)

| Airline | Departure | Arrival | Stops | Total Duration | Rate Type | Total Cost |
|--|-----------|----------|---------|----------------|---|------------|
| United Airlines | 8:09 AM | 12:47 PM | 1 Stop | 6h 38m | GSA Contract Rate w/ Limited Availability | \$256.00 |
| United Airlines | 8:15 AM | 12:19 PM | 1 Stop | 6h 4m | GSA Contract Rate | \$439.00 |
| United Airlines | 6:00 AM | 11:19 AM | 1 Stop | 7h 19m | GSA Contract Rate | \$439.00 |
| None of those options work? Try these: | | | | | | |
| Alternative Options | | | | | | |
| NOTE: These flights should only be selected when GSA rates are not available or do not meet your travel needs. You'll be required to justify any of these flight selections to your Approving Officer. | | | | | | |
| American Airlines | 11:11 AM | 9:57 PM | 2 Stops | 12h 46m | Other Gov't Rate | \$263.71 |
| American Airlines | 11:30 AM | 3:42 PM | 1 Stop | 6h 12m | Other Gov't Rate | \$444.00 |
| American Airlines | 9:16 AM | 8:05 PM | 2 Stops | 12h 49m | Other Gov't Rate | \$446.70 |

Request TMC Assistance

Figure 2-10: Step 1: Select a Flight

2. **Step 2** (Figure 2-11): If the airline made a seating chart available, select an available seat (indicator #1) marked in green or a seat type (indicator #2) before selecting **Confirm & Continue** to advance to the next screen.

Note: If you chose a flight with more than one leg, you must do this for all legs.

← Trip Summary Skip this flight booking →

Flight Step 2 of 3: Select a Seat ⓘ

Washington Dulles , DC to Chicago O'Hare , IL

United Airlines (Flight 374)
IAD - Washington Dulles International Apt(IAD) to ORD - Chicago O'Hare International Apt(ORD) at 8:09 AM on March 4, 2018

Select a Seat OR Select a General Seat Preference **2**

Seat Map Key:

- Available (Green chair icon)
- Unavailable (Grey chair icon with X)
- Selected (Yellow chair icon with checkmark)
- Exit Row (Red chair icon)
- Blocked (Blue chair icon with diagonal line)
- Accessible (Green chair icon with wheelchair)

Seat Map:

1

3

< Back Confirm & Continue >

Figure 2-11: Step 2: Select a Seat

3. **Step 3** (Figure 2-12): You can make special accommodation requests (indicator #1), enter rewards program information (indicator #2), and change the payment type – say, to show you’re paying with a CBA – (indicator #3), before you book your choice (indicator #4).

← Trip Summary Skip this flight booking →

Flight Step 3 of 3: Confirm Your Flight

IAD to COS

Sunday, March 4, 2018 1 Stop
⌚ 6h 38m total
[Fare Rules](#)

IAD - Washington ✈ **COS - Colorado**
Dulles International **Springs Municipal**
Apt

| | | | |
|---|--|---|-------------------------------------|
| <p>United Airlines Flight 374 ⓘ Seat Preference: Window Special Requests</p> | <p>8:09 AM</p> <p>✈</p> <p>IAD - Washington Dulles International Apt</p> | <p>9:19 AM</p> <p>✈</p> <p>ORD - Chicago O'Hare International Apt</p> | <p>DURATION ⌚ 2h 10m</p> |
|---|--|---|-------------------------------------|

----- ⌚ 1h 26m layover -----

| | | | |
|--|--|--|------------------------------------|
| <p>United Airlines Flight 5943 ⓘ Seat 1C Seat Preference: Window Special Requests</p> | <p>10:45 AM</p> <p>✈</p> <p>ORD - Chicago O'Hare International Apt</p> | <p>12:47 PM</p> <p>✈</p> <p>COS - Colorado Springs Municipal</p> | <p>DURATION ⌚ 3h 2m</p> |
|--|--|--|------------------------------------|

2 Frequent Flyer Number

Select ▼

3 **PAYMENT SUMMARY**

Method of Payment

Government Travel Charge Card (GTCC) ▼

TOTAL COST

\$256.00

includes taxes and fees

< Back Book Flight >

4

Figure 2-12: Step 3: Confirm Your Flight

If you cannot find a flight that meets your mission requirements, you have two options. On the Air Step 1 of 3 screen (Figure 2-10):

1. Use the area at the top of the screen (indicator #2) to search for different flights.
2. Select the **Request TMC Assistance** link at the bottom of the screen (indicator #3) to have the TMC help you find a flight. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue making air reservations until you have booked all flights. After you select your last flight, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.4 Make Rail Reservations

If you indicated that you would use commercial rail as a transportation mode when you built your itinerary, DTS automatically searches for trains and displays the search results. You can also access the rail screens at any time by selecting **Add to Trip > Add new rail** on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the **Trip Summary** link on any screen in the **Reservations** module, or **Reservations** or **Travel** at the top of a screen in any other module.

Requesting a train reservation is a two-step process. However, because rail vendors do not post live train availability to DTS, the system can only display a static list of scheduled departures. Also, for the same reason, DTS cannot book rail travel directly – you must go through the TMC.

1. **Step 1** (Figure 2-13): DTS lists scheduled trains, initially in departure time order. Use a **Select Train** button (indicator #1) to choose a train.

[← Trip Summary](#) [Skip this train booking →](#)

Train Step 1 of 2: Select a Train

NOTE : Train tickets cannot be booked directly through DTS. These reservations are booked through the Travel Management Company (TMC) and may incur additional costs to your organization.

| DEPARTING FROM | ARRIVING AT | DEPARTING ON | | |
|----------------|--|--------------|-----------|--------------------------|
| WASHINGTON, DC | PHILADELPHIA, PA (30th Street Station) | 03/04/2018 | Afternoon | Q Search |

Sort by [Departure \(Ear...](#)

| | | | | |
|--------------------|--|------------|--|---|
| Amtrak 2250 | 09:00 AM WASHINGTON, DC 03/04/2018 | Direct | 10:35 AM PHILADELPHIA, PA (30th Street Station) 03/04/2018 | DURATION ⌚ 1h 35m Select Train > |
| Amtrak 2212 | 12:00 PM WASHINGTON, DC 03/04/2018 | Direct | 01:35 PM PHILADELPHIA, PA (30th Street Station) 03/04/2018 | DURATION ⌚ 1h 35m Select Train > |
| Amtrak 2216 | 02:00 PM WASHINGTON, DC 03/04/2018 | Direct | 03:35 PM PHILADELPHIA, PA (30th Street Station) 03/04/2018 | DURATION ⌚ 1h 35m Select Train > |

[Request TMC Assistance](#)

Figure 2-13: Step 1: Select a Train

2. **Step 2** (Figure 2-14): You can request a seat preference (indicator #1) and add comments to the TMC (indicator #2; see **Note** below) before you send the request (indicator #3).

← Trip Summary Skip this train booking →

Train Step 2 of 2: Confirm Your Train Request

NOTE : Your reservation request will be confirmed and booked by the TMC and is subject to availability.

WASHINGTON, DC to PHILADELPHIA, PA (30th Street Station)

Sunday, March 4, 2018

WASHINGTON, DC PHILADELPHIA, PA (30th Street Station) 1h 35m total

| | | | | | |
|--|----------------|----------------------------------|--|----------------------------------|--------------------|
| | Amtrak 2250 | 09:00 AM (EST) WASHINGTON, DC | | 10:35 AM (EST) PHILADELPHI... | DURATION 1h 35m |
|--|----------------|----------------------------------|--|----------------------------------|--------------------|

SPECIAL REQUESTS

Seat Preference **1**

Window

If necessary, provide additional comments to the TMC: **2**

TMC, please assist traveler with the rail request from WASHINGTON, DC at 09:00 AM on 03/04/2018 to PHILADELPHIA, PA (30th Street Station) at 10:35 AM on 03/04/2018.

3

< Back Send TMC Request >

Figure 2-14: Step 2: Confirm Your Train Request

Note: Because DTS can't make rail travel arrangements directly, when you select a train and seat type, the system emails a reservation request to the TMC. When the TMC makes your rail reservations, DTS will update to display all pertinent information.

If you cannot find a train that meets your mission requirements, you have three options:

1. Use the area at the top of the Train Step 1 of 2 screen (Figure 2-13, indicator #2) to search for different trains.

2. Before you select **Send TMC Request** on the Train Step 2 of 2 screen (Figure 2-14), include comments to the TMC to help them find a train that better suits your mission needs. You may add information to the system-generated comments, but do not alter them.
3. Select the **Request TMC Assistance** link at the bottom of the Train Step 1 of 2 screen (Figure 2-13, indicator #3) to have the TMC help you find a train. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue until you have requested reservations for all trains.

After you send your last train request, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.5 Make Rental Car Reservations

If you indicated that you would use a rental car as a transportation mode (either en route or in-and-around) when you built your itinerary, DTS automatically searches for rental cars and displays the search results. You can also access the rental car screens at any time by selecting **Add to Trip > Add new rental car** on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the **Trip Summary** link on any screen in the **Reservations** module, or **Reservations** or **Travel** at the top of a screen in any other module.

Booking a rental car is a two-step process.

1. **Step 1** (Figure 2-15): DTS initially lists available rental cars from least expensive to most expensive. If you require a one-way rental or an en-route rental, select **Advanced Options** (indicator #1), check the appropriate boxes, and select **Search** (indicator #2) to generate a new list of available vehicles. Use a **Select Car** button (indicator #3) to choose a vehicle.

← Trip Summary Skip this rental car booking →




Rental Car Step 1 of 2: Select a Rental Car

| PICK-UP LOCATION | PICK-UP | DROP-OFF |
|--|-----------------------|-----------------------|
| 1 COS - Colorado Springs Municipal, CO (USA) | 03/04/2018 @ 12:30 PM | 03/10/2018 @ 05:30 PM |

Advanced Options ^

Q Search

COS - Colorado Springs Municipal, CO (USA) Sort by Cost (Lowest)

| RECOMMENDED | | | |
|--|---|---|---|
|  Compact Features | PICK-UP 12:30 PM - On airport (COS) DROP-OFF 05:30 PM - On airport (COS) | Government Rate ⓘ Cost Details | ESTIMATED COST \$255.32 <small>includes taxes and fees</small> Select Car > |
|  Compact Features | PICK-UP 12:30 PM - On airport (COS) DROP-OFF 05:30 PM - On airport (COS) | Government Rate ⓘ Cost Details | ESTIMATED COST \$297.36 <small>includes taxes and fees</small> Select Car > |
|  Compact Features | PICK-UP 12:30 PM - On airport (COS) DROP-OFF 05:30 PM - On airport (COS) | Government Rate ⓘ Cost Details | ESTIMATED COST \$299.75 <small>includes taxes and fees</small> Select Car > |

Request TMC Assistance

2 3 4

Figure 2-15: Step 1: Select a Rental Car

2. **Step 2** (Figure 2-16): You can enter rewards program information (indicator #1), make special accommodation requests (indicator #2), and change the payment type (indicator #3), before you book your car (indicator #4).

[← Trip Summary](#) [Skip this rental car booking →](#)

Rental Car Step 2 of 2: Confirm Your Rental Car

Sunday, March 4, 2018 - Saturday, March 10, 2018 7 days total
COS - Colorado Springs Municipal, CO (USA)

PICK-UP
 Sunday, March 4, 2018 at 12:30 PM
 On airport
 COS - Colorado Springs Municipal, CO (USA)

DROP-OFF
 Saturday, March 10, 2018 at 05:30 PM
 On airport
 COS - Colorado Springs Municipal, CO (USA)

1

Frequent Renter Number

Select

1

Frequent Flyer Number

Select

Compact
 Unlimited Miles
 A/C
 Automatic

Government Rate ⓘ
[DoD Rental Policy](#)

2

^ SPECIAL REQUESTS

3

PAYMENT SUMMARY

Method of Payment *

Government Travel Charge Card (GTCC)

Cost details v

Est. Cost Per Day \$36.47

Est. Total Cost \$255.32

includes taxes and fees

4

< Back

Book Car >

Figure 2-16: Step 2: Confirm Your Rental Car

If you cannot find a rental car that meets your mission requirements, you have two options. On the Rental Car Step 1 of 2 screen (Figure 2-15):

1. Use the area at the top of the screen (indicator # 2) to find different rental cars.
2. Select the **Request TMC Assistance** link at the bottom of the screen (indicator #4) to have the TMC help you find a rental car. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue making rental car reservations until you have booked all cars. After you select your last vehicle, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.6 Make Lodging Reservations

If you selected either a **> 12 - 24 Hours – With Lodging** or a **Multi-Day** trip duration of when you built your itinerary, DTS automatically searches for policy-compliant lodging options and displays the search results. You can also access the lodging screens at any time by selecting **Add to Trip > Add new lodging** on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the **Trip Summary** link on any screen in the **Reservations** module, or **Reservations** or **Travel** at the top of the screen in any other module.

DTS initially displays only the lodging type that meets JTR directives (which depends on who you are and where you're going). You may display others as needed. Options include, in the order displayed:

1. **DoD Lodging**
2. **Government Privatized Lodging**
3. **DoD Preferred Commercial Lodging**
4. **Available Options** (i.e., all other commercial lodging)

If a directed lodging type has no availability, DTS lets you know that and offers other options.

Booking lodging is a three-step process.

1. **Step 1** (Figure 2-17):

- DTS lists available lodging options, divided by category and listed from least expensive to most expensive.
- The following options are available:
 - You can decline available, directed lodging types to display and book another lodging type (indicator #1), though if you do you may receive a limited lodging reimbursement.
 - If you are searching for DoD lodging, two fields under **Advanced Options** allow you to add additional information. When you need to use them, enter:
 - A Group ID number (indicator #2) if you need to use a room that is reserved for a special event.
 - The number of adults (up to 4) and children (up to 9) who need to lodge at the same facility (indicator #3).
 - **Search** (indicator #4) to generate a list of available lodging options that satisfy the criteria you just entered.
- Choose a hotel with the **Select Lodging** button (indicator #5).

[← Trip Summary](#) [Skip this lodging booking →](#)

Lodging Step 1 of 3: Select Your Lodging

SEARCH BY
TDY Location ▼
[Advanced Options ^](#)

TDY LOCATION
FT. JACKSON, SC

CHECK IN
01/15/2018

CHECK OUT
01/18/2018

DOD LODGING GROUP ID
OF ADULTS 1 ▼
OF CHILDREN 0 ▼
[Q Search](#)

FT. JACKSON, SC

▼ **Government Privatized Lodging**

NOTE: These facilities were Government owned and operated, but are now run by a commercial lodging company. Results displayed are new construction or have been renovated and meet DoD Lodging Adequacy Standards.

Sort by [Cost \(Lowest\) ▼](#)

| | | | |
|--|---|--|---|
| | Holiday Inn Express on Fort Jackson 7550 Benning Rd Fort Jackson SC, 29207 Contact Info ▼ | Government Privatized Lodging ⓘ Additional Lodging Info | DAILY COST RANGE \$78.75 - \$89.00 Select Lodging > |
|--|---|--|---|

Decline government privatized lodging?

NOTE: If you decide not to stay in a government privatized lodging facility, you'll be required to provide justification later in the process and your per diem reimbursement may be limited to the available government privatized rate.

[Get More Options](#)

[Request TMC Assistance](#)


Figure 2-17: Step 1: Select Your Lodging

- Step 2** (Figure 2-18): DTS arranges the rooms from least expensive to most expensive by room type. Choose a room type and rate with the **Select Room** button (indicator #1).

[← Trip Summary](#)
[Skip this lodging booking →](#)

Lodging Step 2 of 3: Select a Room

COLORADO SPRINGS, CO



Homewood Suites By Hilton Colorado Springs Airport
 2875 Zeppelin Rd
 Colorado Springs CO, 80916

[Additional Lodging Info](#)
 FEMA Approved ⓘ

For check-in/check-out times, click "Additional Lodging Info" or visit the website.

Phone
 (719)574-2701




Fax
 (719)466-5062

Toll-free
 (800)225-5466




Website
[Hotel Website](#)

Room Options (Allowed Amount: \$106.00)

▼ FedRooms Rates

| | | |
|---|--|--|
| 1 Queen Bed  Additional Room Info |  No Smoking | DAILY COST \$106.00 Select Room > |
| Standard Rate Best available bed on arrival. Additional Room Info |  Kitchen | DAILY COST \$106.00 Select Room > |

▼ Government Rates

| | | | |
|---|--|---|--|
| 1 Queen Bed  Additional Room Info |  No Smoking |  Kitchen | DAILY COST \$106.00 Select Room > |
|---|--|---|--|

[< Back](#)

Figure 2-18: Step 2: Select a Room


- On the Lodging Step 3 of 3 screen (Figure 2-19), you can enter rewards program information (indicator #1), make special accommodation requests (indicator #2), and change the payment type (indicator #3), before you book your room (indicator #4).

[← Trip Summary](#)[Skip this lodging booking →](#)

Lodging Step 3 of 3: Confirm Your Lodging

COLORADO SPRINGS, CO

Sunday March 04, 2018 - Saturday March 10, 2018
6 nights total
[Additional Lodging Info](#)
FEMA Approved ⓘ



Homewood Suites By Hilton Colorado Springs Airport
2875 Zeppelin Rd
Colorado Springs Co, 80916
[Contact Us](#)


Check-in
Sun. 03/04/2018

Check-Out
Sat. 03/10/2018

Frequent Guest Number **1**
[Select](#)

Frequent Flyer Number **1**
[Select](#)

Room Type
1 Queen Bed

 No Smoking
[Additional Room Info](#)

DISCLAIMER

Travelers must adhere to their agency's policy on the use of travel management services when considering booking online airline, hotel, and rental car reservations, including requesting special services and other travel services from the website.

Please be advised that any travel changes required to your travel authorization must be made through DTS.

2 [^ SPECIAL REQUESTS](#)

3 **PAYMENT SUMMARY**

Method of Payment*

Government Travel Charge Card (GTCC) [▼](#)

Daily Cost **\$106.00**

EST. TOTAL COST
\$636.00
excludes taxes and fees

[< Back](#)[Book Lodging > **4**](#)

Figure 2-19: Step 3: Confirm Your Lodging

If you cannot find a room that meets your mission requirements, you have two options. On the Lodging Step 1 of 3 screen (Figure 2-17):

1. Use the area at the top of the screen (indicator #4) to find different lodging options.
2. Select the **Request TMC Assistance** link at the bottom of the screen (indicator #6) to have the TMC help you find a hotel. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue lodging reservations until you have booked all rooms. After you select your last room, DTS automatically moves to the Review Selections screen.

3.7 Review Reservation Selections

The Review Reservation Selections screen (Figures 2-20 and 2-21) organizes your reservation information in date order, making it easy to review all your reservations, check for missing reservations, make special requests, and more. The Review Reservation Selections screen opens:

- When you select **Trip Summary** in the upper left corner of on any screen in the **Reservations** module.
- When you select **Reservations** or **Travel** at the top of the screen in any other document module.
- Immediately after you complete the reservation process.
- Whenever you re-open the **Reservations** module after finishing the reservation process.

The Review Selection screen, from top to bottom, lets you:

- Email or print your itinerary (Figure 2-20, indicator #1).
- See key document details and your reservation cancelation history (Figure 2-20, indicator #2).
- Add new flight, rental car, lodging, or rail reservations to the itinerary (Figure 2-20, indicator #3).
- See key information for each reservation, and:
 - Add loyalty information or payment information you forgot to include earlier (Figure 2-20, indicator #4).
 - Cancel the reservation (Figure 2-20, indicator #5).
- For reservations that have not yet been made, you can:
 - Identify them (Figure 2-21, indicator #1).
 - Remove them if you no longer need them (Figure 2-21, indicator #2).
 - Book them if you still need them (Figure 2-21, indicator #3).
 - Identify those you asked the TMC to make (Figure 2-21, indicator #4).
 - Cancel a request for TMC help (Figure 2-21, indicator #5).
- Identify the daily and total cost of all reservations (Figure 2-21, indicator #6).
- Move on to the **Expenses** module (Figure 2-21, indicator #7).

1

2

3

4

4

5

Review Reservation Selections

Email Print

Trip Details: EWCOLORADOSPR030418_A01

Trip Type: AA-ROUTINE TDY/TAD

Trip Description:

Dates: 03/04/2018 - 03/10/2018

DTS/TMC Confirmation ID: 0PQY25,08ZR5V

[Lodging Cancellation History](#)

Add to Trip

March 04, 2018

FLIGHT to Colorado Springs Municipal

Booked!

Confirmation: None

Sunday March 04, 2018

1 Connection

IAD - Washington Dulles International Apt

✈

COS - Colorado Springs Municipal

⌚ 6h 38m

United Airlines

Flight 374 ⓘ

Seat Window

08:09 AM

✈

09:19 AM

DURATION

IAD - Washington Dulles International Apt

ORD - Chicago O'Hare International Apt

⌚ 2h 10m

Frequent Flyer Number

Select

✈ 1h 26m

United Airlines

Flight 5943 ⓘ

Seat 1C

10:45 AM

✈

12:47 PM

DURATION

ORD - Chicago O'Hare International Apt

COS - Colorado Springs Municipal

⌚ 3h 2m

Frequent Flyer Number

Select

Method of Payment *

Government Travel Charge Card (GTCC)

Total Cost

\$256.00

includes taxes and fees

Does this reservation not work for you?

✖ Cancel Flight

Figure 2-20: Review Reservation Selections Screen (Top + Booked Reservation)

DTS Release 1.7.4

Version 2.1, Updated 1/24/18

34

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

The screenshot displays the 'Review Selections Screen' for unbooked reservations. It features a header section with a 'RENTAL CAR' card (indicated by 1) and a 'FLIGHT to Warrenton, VA' card (indicated by 2) with a 'Book' button. A 'TMC Assistance Requested' status is shown in the top right (indicated by 3). Below these is a 'SUMMARY OF TRIP COSTS' section with a table of dates and costs, and a large 'Estimated Trip Cost' of '\$892.00' (includes taxes and fees). A 'Continue to Expenses >' button is at the bottom right (indicated by 4).

| SUMMARY OF TRIP COSTS | |
|-----------------------|----------|
| March 04, 2018 | \$892.00 |
| March 10, 2018 | - |

Estimated Trip Cost
\$892.00
includes taxes and fees

Figure 2-21: Review Selections Screen (Unbooked Reservations + Bottom)

When you are finished using the **Reservations** module, select **Continue to Expenses** (Figure 2-21, indicator #7) to enter your estimated expense costs and trip allowances.

Note: When you leave the **Reservations** module, DTS warns you that if you do not sign your authorization within 24 hours, your reservations will be automatically cancelled. You must acknowledge this warning to proceed.

4 DTS Expenses Module

In an authorization, the DTS **Expenses** module lets you estimate your expected miscellaneous reimbursable expenses and calculate your anticipated mileage and per diem allowances. Accurately predicting your trip expenses and allowances helps you get an accurate “should-cost” estimate for your trip. Access the **Expenses** module by selecting **Expenses** at the top of the screen.

4.1 My Expenses

The My Expenses screen (Figure 2-22) provides four working areas to enter most of your expense and per diem needs:

- **Reservation Expenses** area (Section 4.1.1): DTS automatically imports expenses directly from the **Reservations** module into the top left area (indicator #1).
- **Other Expenses** area (Section 4.1.2): You manually enter expenses or allowances from a list or enter them manually into the center left area (indicator #2).
- **Substantiating Records** area (Section 4.1.3): You can upload required paper-based supporting documentation into the bottom left area (indicator #3).
- **Trip Workbook** (Section 4.1.4): You can manipulate and crop images to create smaller images on the right side of the screen (indicator #4).

The My Expenses screen communicates and executes tasks through the extensive use of icons and self-explanatory pop-up screens. See Section 4.1.5 for an explanation of the most commonly used icons. To access the My Expenses screen, navigate to **Expenses > My Expenses**.

The screenshot shows the 'My Expenses' screen with the following components:

- 1**: Points to the 'My Expenses' tab at the top left of the main content area.
- 2**: Points to the 'Reservation Expenses' section header.
- 3**: Points to the 'Substantiating Documents' section header.
- 4**: Points to the 'Trip Workbook' sidebar on the right.

Reservation Expenses Table:

| Expense Name | Date | Cost | Document | Actions |
|--|------------|------------------|----------|---------|
| United Airlines (Flight 374 - IAD to ORD) | 03/04/2018 | \$256.00 | | |
| Homewood Suites by Hilt (COLORADO SPRINGS, CO) | 03/04/2018 | \$636.00 | | |
| United Airlines (Flight 5517 - COS to DEN) | 03/10/2018 | \$256.00 | | |
| Total: | | \$1148.00 | | |

Other Expenses Table:

| Expense Name | Date | Cost | Document | Actions |
|---------------------------------------|------------|----------------|----------|---------|
| Mileage Expense (Pvt Auto-Terminal) | 03/04/2018 | \$17.99 | | |
| Non-Mileage Expense (Excess Baggage) | 03/04/2018 | \$25.00 | | |
| Non-Mileage Expense (Hotel Sales Tax) | 03/10/2018 | \$50.00 | | |
| Total: | | \$92.99 | | |

Substantiating Documents Table:

| Document Name | Notes | Submit Date | Document | Actions |
|---------------|----------------------------|-------------|----------|---------|
| CTW | Added 01/23/18 at 12:55:15 | 01/23/18 | | |

Trip Workbook Sidebar:

- Fax Cover Sheet**
- CTW**
Added 01/23/18 at 12:55:15
- Receipt**
Added 01/23/18 at 12:55:37

Buttons at the bottom right: Cancel, Continue

Figure 2-22: My Expenses Screen

4.1.1 Reservation Expenses

The **Reservation Expenses** area (Figure 2-23) automatically imports information from the **Reservations** module. You cannot manually add or remove items from this area; you can only make adjustments in this area by changing your reservations.

| Reservation Expenses | | | | |
|--|------------|------------------|----------|---------|
| Expense Name | Date | Cost | Document | Actions |
| United Airlines (Flight 374 - IAD to ORD) | 03/04/2018 | \$256.00 | | |
| Homewood Suites by Hilt (COLORADO SPRINGS, CO) | 03/04/2018 | \$636.00 | | |
| United Airlines (Flight 5517 - COS to DEN) | 03/10/2018 | \$256.00 | | |
| Total: | | \$1148.00 | | |

Figure 2-23: My Expenses Screen – Reservation Expenses Area

Each imported expense identifies the vendor, expense type, and key details under **Expense Name**, as well as the **Date**, and **Cost**.

Use the icons under **Document**, when visible (Figure 2-23), to:

- Attach, view, or remove substantiating documents.
- See which expenses require receipts or have substantiating documents attached.
 - On the authorization, the yellow triangle is generally a reminder to save the receipt when you get it, as it will be required on the voucher.

Use the icon under **Actions** (when visible) to view additional information about an expense.

Note: Domestic train reservations appear in this section, but display a \$0.00 cost. You must add them in the **Other Expenses** area to include the cost information in the authorization.

4.1.2 Other Expenses

Use the **Other Expenses** area (Figure 2-24) to enter expenses and allowances that are not tied to per diem or reservations the TMC made. Use the “plus” icon in the header to add an expense. DTS does not automatically add expenses in this area.




















| Other Expenses  | | | | |
|---|--|--|---|---|
| Expense Name  | Date  | Cost  | Document | Actions |
|  Mileage Expense (Pvt Auto-Terminal) | 03/04/2018 | \$17.99 |  |    |
|  Non-Mileage Expense (Excess Baggage) | 03/04/2018 | \$25.00 |  |    |
|  Non-Mileage Expense (Hotel Sales Tax) | 03/10/2018 | \$50.00 |  |    |
| Total: | | \$92.99 | | |

Figure 2-24: My Expenses Screen – Other Expenses Area

Each added expense identifies the expense category, expense type, and key details under **Expense Name**, as well as the **Date**, and **Cost**.

The icons under **Document** (when visible) perform as described above.

Use the icons under **Actions** (when visible) to:

- View additional information about an expense
- Edit expense details
- Delete an expense

For each expense, identify the **Expense Type**. Options are:

- **Mileage Expense**
- **Non-Mileage Expense**
- **Transportation Travel Expense**
- **Ticketed Expense**

See Table 2-2 for an explanation of available **Mileage, Transportation Travel, and Ticketed Expense** types. Your selection dictates which details you must identify, but may include:

- **Mileage Type or Expense Type**
- **Reimbursement Method** (usually **GTCC-Individual** or **Personal**)
- Expense **Date** and incurred **Cost**
- For a **Mileage Expense** only: **Miles** driven
 - If you select a TDY/TAD mileage expense, enter **Start** and **End Locations** using DTS' Defense Table of Official Distances (DTOD) connection
- For a **Ticket Expense** only: **Description, Ticket Number, Date, and Value**, plus **Departure Date**

Notes:

1. Certain selections may require you to complete a Constructed Travel Worksheet. A pop-up will let you know if this is the case.
2. If you incur any expenses in foreign currency, enter the dollar equivalent (use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent).

Table 2-2

| TRANSPORTATION-BASED EXPENSE TYPES | | |
|------------------------------------|-----------------------------|---|
| Expense Category | Select Expense Type ... | If you will ... |
| Mileage Expense | POC Use – Dedicated Gov Veh | Drive a privately owned vehicle (POV) instead of an available (but not directed) Government vehicle. |
| | Private Plane | Fly your own plane |
| | Pvt Auto | Drive your own car, truck, etc.: <ul style="list-style-type: none"> • + In/Around: At a TDY location (e.g., hotel to TDY work location) • + TDY/TAD: To, from, or between TDY locations (e.g., home to TDY location) • + Terminal: To, from, or between a transportation terminal (e.g., home to departure airport) |
| | Pvt Motorcycle | Drive your own motorcycle (+ one of the options shown in Pvt Auto above) |
| Ticketed Expense | CTO Fee | Pay a fee to your TMC <ul style="list-style-type: none"> • + Central Bill: Paid via centrally-billed account (CBA) • + Indiv Bill: Paid with your GTCC |
| | Comm Air | Buy a ticket for a commercial aircraft (+ one of the options shown in CTO Fee above) |
| | Comm Bus | Buy a ticket for a commercial bus |
| | Comm Rail | Buy a ticket for a commercial train (+ one of the options shown in CTO Fee above) |
| Transportation Travel Expense | Commercial Auto | Drive a rental car (+ one of the options shown in Pvt Auto above) |

4.1.3 Substantiating Documents

The **Substantiating Documents** area (Figure 2-25) lets you upload paper documents that support your trip claims. For example:

- Constructed Travel Worksheets
- Approval for other than economy/coach class travel
- Leave forms
- And more

| Substantiating Documents + ? | | | | |
|------------------------------|----------------------------|-------------|----------|---------|
| Document Name | Notes | Submit Date | Document | Actions |
| CTW | Added 01/23/18 at 12:55:15 | 01/23/18 | | |

Figure 2-25: My Expenses Screen – Substantiating Documents Area

You can add documents to the **Substantiating Documents** area in two ways:

- **Upload:** Select the “plus” icon and follow the prompts.
- **Drag and Drop:** Drag the image directly onto the area.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

The icons under **Document** and **Actions** (when visible) perform as described above.

4.1.4 Trip Workbook

The **Trip Workbook** (Figure 2-26) is a tool you can use if you included multiple documents (e.g., receipts) on a single image.

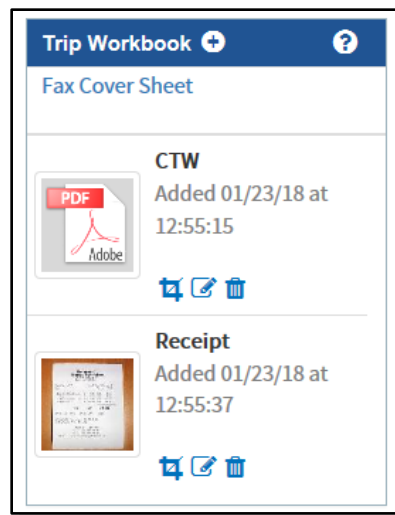


Figure 2-26: The Trip Workbook

You can add documents (file size and type limitations as listed in Section 4.1.3) to the **Trip Workbook** in four ways:

- **Fax:** Select the **Fax Cover Sheet** link and follow the instructions on it.
- **Upload:** Select the “plus” icon and follow the prompts.
- **Drag and Drop:** Drag the image directly onto the area.
- **Crop:** Crop an image that is already attached, graphically manipulated it, and save it as a new image.

Use the icons to:

- Open the **Crop New File** screen, where you can:
 - Crop, move, zoom, rotate, and save an image
- Edit image details
- Delete an image
























You must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** areas. Only you can see images saved in the **Trip Workbook**. Reviewers and AOs have no access to the **Trip Workbook**.

4.1.5 My Expenses Screen Icons Explained

Table 2-3 explains the most common icons used on the My Expenses screen.

Table 2-3

| Icons in Area Headers | | |
|---|---|--|
|  |  | Select to show / hide area (toggle) |
|  | | Select to show information about the area |
|  | | Select to add a new expense or substantiating document to the area |
|  | | Select to import transaction details from your GTCC account |
| Icons that Identify Other Expense Types (None are Selectable) | | |
|  | | Shows that the line item is a non-mileage expense |
|  | | Shows that the line item is a mileage expense |
|  | | Shows that the line item is a transportation travel expense |
|  | | Shows that the line item is a ticketed expense |
| Icons for Attaching Substantiating Documents to Line Items | | |
|  | | Select to attach a new substantiating document to an expense |
|  | Shows a required receipt is missing | Authorization – Reminder to save the receipt when you get it |
| | | Voucher – Select to attach the receipt to the voucher |
|  | | Shows that a substantiating document is attached to the line item – thumbnail image. Select to view it. |
|  | | Shows that multiple substantiating documents are attached (number variable). Select to choose one and view it. |
|  | | Select to remove a substantiating document from a line item |
| Icons for Manipulating Line Items and Images | | |
|  | Select to crop an image | In Trip Workbook , opens the Crop New File pop-up |
| | | In the Crop New File pop-up, displays the cropping tool |
|  | | Select to display information about the line item or image |
|  | | Select to edit the line item or image |
|  | | Select to delete the line item or image |
|  | In the Crop New File pop-up | Select to move an image within the frame |
|  | | Select to rotate an image clockwise / counter-clockwise |
|  | | Select to zoom an image in / out |

4.2 Per Diem Entitlements

The Per Diem Entitlements screen (Figure 2-27) identifies your per diem allowances (meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances). It also lets you edit them by editing the lodging cost or entering specific trip details such as duty conditions, provided meals, and leave. Access the Per Diem Entitlements screen by navigating to **Expenses > Per Diem Entitlements**.

The Per Diem Entitlements screen shows the amount you will be reimbursed for each date and location of travel. DTS initially populates that information from the trip itinerary and reservations in the **Reservations** module. See Table 2-4 for the explanations of Per Diem Entitlements screen column headers.

Logged In As: [Eric T West](#) Document Name: EWCOLORADOSPR030418_A01 Screen ID: 1022.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) My Expenses **Per Diem Entitlements**

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were de-selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

| Date | Location | Edit | Reset | Ldg Cost | Ldg Allowed | M&IE Allowed | Per Diem Rate | Code | B | L | D | Qtrs |
|----------|----------------------|----------------------|-----------------------|----------|------------------------------|---------------------|---------------|------|---|---|---|------|
| 03/04/18 | COLORADO SPRINGS, CO | Edit | Reset | \$106.00 | \$106.00 GOVCC-Individual | \$44.25 Personal | 106 / 59 | NONE | | | | |
| 03/05/18 | COLORADO SPRINGS, CO | Edit | Reset | \$106.00 | \$106.00 GOVCC-Individual | \$59.00 Personal | 106 / 59 | NONE | | | | |
| 03/06/18 | COLORADO SPRINGS, CO | Edit | Reset | \$106.00 | \$106.00 GOVCC-Individual | \$59.00 Personal | 106 / 59 | NONE | | | | |
| 03/07/18 | COLORADO SPRINGS, CO | Edit | Reset | \$106.00 | \$106.00 GOVCC-Individual | \$59.00 Personal | 106 / 59 | NONE | | | | |
| 03/08/18 | COLORADO SPRINGS, CO | Edit | Reset | \$106.00 | \$106.00 GOVCC-Individual | \$59.00 Personal | 106 / 59 | NONE | | | | |
| 03/09/18 | COLORADO SPRINGS, CO | Edit | Reset | \$106.00 | \$106.00 GOVCC-Individual | \$59.00 Personal | 106 / 59 | NONE | | | | |
| 03/10/18 | COLORADO SPRINGS, CO | Edit | Reset | \$0.00 | \$0.00 GOVCC-Individual | \$44.25 Personal | 106 / 59 | NONE | | | | |

[Reset All](#)

Proceed to the following page: [Accounting Codes](#) [Continue](#)

Figure 2-27: Per Diem Entitlements Screen

If you are traveling to a state or US Territory that exempts hotel tax when you pay with your GTCC, a pop-up informs you of that fact so you are aware.

Note: Select the **GSA State Tax Exemption Listing** link to access and print tax-exempt forms, if required, for your TDY location.

Table 2-4

| PER DIEM ENTITLEMENTS SCREEN COLUMNS | |
|--------------------------------------|---|
| Header | Explanation |
| Date, Location | Self-explanatory |
| Edit, Reset | Adjust your per diem allowances for the selected day, and return them to their default values |
| Ldg Cost | Nightly room rate for your reserved lodging. If you didn't make a lodging reservation in DTS, it defaults to the maximum per diem allowed in your TDY location. If this number is not accurate, you must update it to create an accurate cost estimate. |
| Ldg Allowed | Lodging per diem rate the AO will approve. It may not match Ldg Cost in certain cases (e.g., room rate over maximum per diem rate). |
| M&IE Allowed | Amount you will receive for M&IE for each day. |
| Per Diem Rate | Official maximum rates for lodging and M&IE at your TDY location |
| Code | Identifies conditions that affect your per diem (e.g., on field duty, leave taken) |
| B, L, D | Display if breakfast (B), lunch (L), or dinner (D) are available or provided |
| Qtrs | Government quarters exist at your TDY location (applies to Government installation) |

4.2.1 Per Diem Entitlements Details

Next to any day, select the Edit link to open the Per Diem Entitlements Details screen (Figure 2-28). Use this screen to update your per diem allowances.

Logged In As: [Eric T West](#)
Traveler Name: [Eric T West](#)

Document Name: EWCOLORADOSPR030418_A01
Document Type: Authorization

Screen ID: 1021.1
[Close Window](#)
[Help for this screen](#)

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My Expenses Per Diem Entitlements

[RETURN TO LIST](#)

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: COLORADO SPRINGS, CO

Values Apply From Date: 03/04/2018

Values Apply Through: 03/04/2018

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate:

Lodging: \$ [view expense details / currency calculator](#)

M & IE: \$ [view expense details / currency calculator](#)

Figure 2-28: Per Diem Entitlements Detail Screen (Top)

Items available for update include:

- **Values Apply Through:** Adjust the date to make your changes apply to multiple days.
 - **Caution:** When you have different per diem changes on different days, always make changes that affect multiple days before you make changes for individual days. Saving this screen overwrites any previous entered changes.
- **Per Diem Rates:** Change your nightly lodging rate.
- **Duty Conditions:** Enter situations that affect your per diem, such as field duty, ship duty, hospital stays, Reserve training, and more. See Table 2-5 for explanations of per diem adjustments for duty conditions.
- **Meals:** Identify when meals that are provided or available, or identify other situations that affect your meals rate. See Table 2-6 for explanations of per diem adjustments for meals options.
- **Other Per Diem Entitlements:** Identify other situations that affect your per diem, such as leave or other days on which you aren't eligible for a per diem allowance. See Table 2-7 for explanations of per diem adjustments for other per diem entitlement options.

Table 2-5

| PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS | | | |
|--|--|---|---|
| Duty Condition | Description | Effect | Code |
| Field Conditions | You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent). | No lodging or M&IE allowance | FDLC |
| Adverse Effects / Commercial Quarters | You must evacuate the PDS. | Full lodging and M&IE allowances | ADEF |
| Inactive Duty Training (Local Commuting Area) | Member must commute daily to annual training. | No lodging or M&IE allowance | INDT |
| Permissive TDY | Travel is authorized, but voluntary in nature. You must pay all travel and transportation expenses. | No lodging or M&IE allowance | PTDY |
| Hospital Stay | Employee is confined to a hospital or medical facility. | No lodging or M&IE allowance | HOSP |
| Quarters Available | Government quarters are available at the military installation. | Full lodging and M&IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR). | QRTS |
| Group Travel | Multiple individuals are traveling together. | No lodging allowance, full M&IE allowances | GRPT |
| Annual Training (Quarters and Meals Available) | Member is attending annual training. | Full lodging and M&IE allowances | TRN |
| Essential Unit Messing | Use of Government lodging and meals is essential for training and readiness. | Full lodging allowance, \$3/day M&IE (except on CONUS travel days) | EUM |
| Aboard U.S. Vessel | You will be serving on a U.S. vessel. | No lodging or M&IE allowance | VSSL |
| Authorized Trip Home | Civilian employee is authorized a trip home every 3 weeks on long TDYs. | No lodging allowance except for the return travel day. No M&IE allowance except for the first & last travel days to & from home. | HOME |
| Annual Training, Active Duty Training, or Inactive Duty Training (Each with various per diem availability options) | Reservist is traveling for various purposes and with varying per diem lodging and meals availability. Note: See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems. | For most travelers, selecting one of these duty conditions offers full lodging and M&IE allowances. You must adjust those allowances manually. On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&IE allowances accordingly. | May be: TRN ATQP ATCQ ADQM ADTQ ADT IDQM IDTQ or IDTN |

Table 2-6

| PER DIEM ADJUSTMENTS FOR MEALS | |
|--------------------------------|---|
| Meals Per Diem Allowance | Definition |
| Full Rate | You are authorized the full locality meal rate. |
| Elected | You will voluntarily use Government dining facility. This selection does not affect your M&IE allowance. |
| Available | If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&IE allowance based on how many meals are available. (B, L, D , below.) You can also manually select this option. |
| Provided | Select if the Government purchased any meals for you (e.g., as part of a conference registration fee. DTS lowers your M&IE allowance based on how many meals are provided. (B, L, D , below.) |
| Occasional | Select if the AO will authorize occasional meals for a trips that will last less than 12 hours. (See also, Cost below.) |
| Special Rate | <p>Select if you have a unique travel situations. (Cost, below.) The two most common situations occur when your Service Secretary authorizes:</p> <ul style="list-style-type: none"> • A flat per diem rate when you will be assigned to a Contingency Operation for over 180 days. You will receive 55% of the locality per diem rate. • A reduced per diem rate per Joint Travel Regulations (JTR), par. 020308. The document authorizing the reduced per diem rate must be attached to the DTS authorization. <p>Note: If you are eligible for the OCONUS incidental rate of \$3.50, select the OCONUS Incidental Amount box under Other Per Diem Entitlements and select the meals that will be provided. Do not use Special Rate to indicate an OCONUS incidental rate.</p> |
| B, L, D | Breakfast (B), lunch (L), and dinner (D) will be available or provided. |
| Cost | Use to set the per diem rate when an Occasional or Special Rate applies. |

Table 2-7

| PER DIEM ENTITLEMENT ADJUSTMENTS FOR OTHER PER DIEM ENTITLEMENTS | |
|--|--|
| Other Per Diem Allowance | DEFINITION: FOR APPLICABLE DAYS ... |
| No Other Per Diem Entitlements | None of the others situations applies. This radio button is selected by default. |
| Leave | Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of Annual leave. Government employees may select either Annual or Other , and may enter the number of hours they wish to take. |
| Sick Leave - No Per Diem | DoD civilian employees select when they are on sick leave and not authorized per diem. |
| Sick Leave - Per Diem | DoD civilian employees select when they are on sick leave, but are authorized full per diem. |
| Duty Day(s) (No Per Diem) | Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave |
| Non-Duty Day(s) | DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave. |
| Authorized Delay | Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances. |
| Actual Lodging | Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate. |
| OCONUS Incidental Amount | Select if the AO determines that you should receive the OCONUS IE amount (\$3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation. |
| In Place | Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations. |

A few final notes regarding special per diem situations:

- **PLOT:** When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by DoD Instruction (DoDI) 5154.31, Chapter 3. Special considerations for PLOT situations are provided in the DTMO web-based training class, **PLOT**.
- **IDL:** Travel across the International Date Line (IDL – an imaginary line in the Pacific Ocean), can cause you to “skip” a day or experience a day twice. For more information about how this can affect your per diem entitlements, see the DTMO web-based training class, OCONUS Travel.

5 DTS Accounting Module

The DTS **Accounting** module provides key finance information about your authorization, such as where the money is coming from to pay for it, and how much the whole trip is expected to cost. Access the Accounting module by selecting **Accounting** at the top of the screen.

5.1 Accounting Codes

The Accounting Codes screen (Figure 2-29) shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this Guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. In fact, you can sign your authorization without a LOA, and in fact, some local business rules do not want you to do anything on this screen. If that is the case, head directly to Section 6, DTS Additional Options Module.

For all others, access the Accounting Codes screen by navigating to **Accounting > Accounting Codes**.

Logged In As: [Eric T West](#) Document Name: EWCOLORADOSPR030418_A01 Screen ID: 1067.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) Accounting Codes Trip Totals

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Mar-18 [Find Accounting Label](#)
 End Date: 10-Mar-18
 Accounting Label: ---Select--- From DTMOCSO
 Shared LOA: ---Select to Add---
 Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

| Accounting Label | Organization | View/Edit Acctg Code | Remove |
|------------------|--------------|---------------------------|------------------------|
| 18 DEFAULT | DTMOCSO | view/edit | remove |

Expenses Summary

| 18 DEFAULT | | |
|------------------------------|-------------------|-------------------|
| Category | Allowed | Actual |
| COM. CARR.-I | \$512.00 | \$512.00 |
| LODGING | \$636.00 | \$636.00 |
| M&IE | \$383.50 | \$383.50 |
| MILEAGE | \$17.99 | \$17.99 |
| OTHER | \$75.00 | \$75.00 |
| 18 DEFAULT Sub Total: | \$1,624.49 | \$1,624.49 |
| Calculated Trip Cost: | \$1,624.49 | \$1,624.49 |

Proceed to the following page: Preview [Continue](#)

Figure 2-29: Accounting Codes Screen – One LOA Added

5.1.1 Add a LOA

Many travelers' profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically. If the default LOA is not correct for this trip, use the **remove** link to delete it.

You can add LOAs from up to three possible sources, when available. Each source has a drop-down list you can select available LOAs from:

- **Accounting Label:** These LOAs belong to your organization
- **Shared LOA:** These LOAs were shared from a higher organization in your hierarchy
- **Cross Org LOA:** These LOAs were shared from an organization outside your hierarchy

5.1.2 Add Multiple LOAs

If you add more than one LOA, DTS updates the Accounting Codes screen (Figure 2-30) to display all selected LOAs, and requires you to allocate the costs – which means identifying which LOAs are paying for which expense types.

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 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Mar-18 [Find Accounting Label](#)

End Date: 10-Mar-18

Accounting Label: From DTMOCSD

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

| Accounting Label | Organization | View/Edit Acctg Code | Edit Allocation | Remove |
|------------------|--------------|---------------------------|----------------------|------------------------|
| 18 TRAINING | DTMOCSD | view/edit | edit | remove |
| 18 DEFAULT | DTMOCSD | view/edit | edit | remove |

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

[Allocate Expenses](#)

Expenses Summary

Expense allocated by Percentage

18 TRAINING - 25%

| Category | Allowed | Actual |
|-------------------------------|-----------------|-----------------|
| COM. CARR.-I | \$128.00 | \$128.00 |
| LODGING | \$159.00 | \$159.00 |
| M&IE | \$95.88 | \$95.88 |
| MILEAGE | \$4.50 | \$4.50 |
| OTHER | \$18.75 | \$18.75 |
| 18 TRAINING Sub Total: | \$406.13 | \$406.13 |

18 DEFAULT - 75%

| Category | Allowed | Actual |
|------------------------------|-------------------|-------------------|
| COM. CARR.-I | \$384.00 | \$384.00 |
| LODGING | \$477.00 | \$477.00 |
| M&IE | \$287.62 | \$287.62 |
| MILEAGE | \$13.49 | \$13.49 |
| OTHER | \$56.25 | \$56.25 |
| 18 DEFAULT Sub Total: | \$1,218.36 | \$1,218.36 |
| Calculated Trip Cost: | \$1,624.49 | \$1,624.49 |

Proceed to the following page: [Continue](#)

Figure 2-30: Accounting Codes Screen – Second LOA Added

Select an allocation method from **How To Allocate**. You can allocate costs by:

- **Percent:** Select a percent of the total cost to apply to each LOA.
- **Expense Category:** Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date:** Select the date range that each LOA applies. This is useful for trips that cross Fiscal Years.
- **Specific Expense:** Select an LOA for each expense that appears in the authorization.
- **Category / Date:** Select LOAs based on a combination of both "Expense Category" and "Date".

5.2 Trip Totals

The Trip Totals screen (Figure 2-31) is informative only. It displays the total costs of various aspects of your trip – e.g., Reimbursable Expenses, and paid advances.

Access the Trip Totals screen by navigating to **Accounting > Trip Totals**.

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 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) Accounting Codes **Trip Totals**

Trip Totals

Following is the calculated totals for the authorization.

Expense Summary

| | |
|----------------------------|-----------|
| Total Expenses: | \$1624.49 |
| Non-Reimbursable Expenses: | \$0.00 |
| Reimbursable Expenses: | \$1624.49 |

Disbursement Summary

| | |
|-------------------------------|--------|
| Gov't Non-ATM Advance Paid:* | \$0.00 |
| Scheduled Partial Pmts Paid:* | \$0.00 |
| Total Prior Payments: | \$0.00 |

Proceed to the following page: [Continue](#)

Figure 2-31: Trip Totals Screen

6 DTS Additional Options Module

The DTS **Additional Options** module lets you update your personal profile, schedule partial payments, and request an advance. Access the **Additional Options** module by selecting **Additional Options** at the top of the screen.

6.1 Profile

Your DTS personal profile contains information DTS uses to help you create documents (e.g., your home address, work location, and GTCC information). You should check it frequently to ensure all the information in it is up to date. The DTS **Profile** tool (Figure 2-32) lets you update most aspects of your DTS personal profile. Access the **Profile** tool by navigating to **Additional Options > Profile**.

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 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Partial Payments Advances

[RETURN TO LIST](#)

My Profile

[My Preferences](#)
[My Additional Information](#)
[My Account Information](#)
[My TSA Information](#)

Complete the information below.

* Last Name:

* First Name:

MI:

* Gender: ☒ M ☐ F

SSN: ###-##-9743

Mailing

* Address Line 1:

Address Line 2:

* City:

* State: [Lookup](#)

* Zip Code:

* Home Phone:

* Email Address:

Residence

Address Line 1:

Address Line 2:

City:

State: [Lookup](#)

Zip Code:

Emergency Contact

* Emergency Contact:

* Emergency Phone:

☐ Save changes to permanent traveler information

[Dependents](#) [PCS Info](#)

[Update Personal Information](#)

Proceed to the following page: [Continue](#)

Figure 2-32: My Profile Tool – My Profile Option Opened

You can view all your DTS personal profile elements, and update most of them from five **Profile** screens. (Your DTA can update all items.) Use the links at the top of each screen to move between **Profile** screens. Available screens are:

- **My Profile.** Update your name, address, and contact information for you and your emergency contact.
 - The **Dependents** and **PCS Info** buttons do not currently function.
- **My Preferences.** Update your air, lodging, and rental car preferences, as well as your passport and rewards program information.
- **My Additional Information.** Update duty station information such as your service/agency, work address and phone number, and more.
- **My TSA Information Screen.** Update the information that appears on the My TSA Information screen when you make reservations. See Section 3.2 for more information about the My TSA Information screen.
- **My Account Information Screen.** Update your financial information, such as your GTCC (GOVCC) and electronic funds transfer (EFT) information for your checking and savings accounts.



Note: If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the authorization if your profile contains no EFT data.

To save changes to your DTS personal profile, check the **Save changes to permanent traveler information** box before you **Update Personal Information**. Leave the box unchecked to save the information for this document only.

6.2 Partial Payments

When a trip exceeds 45 days, DTS lets you create scheduled partial payments (SPPs) to the GTCC vendor every 30 days until your trip is complete. Making regular payments to the GTCC vendor helps keep your GTCC account from going into delinquency while you are on official travel. Access the Scheduled Partial Payment screen (Figure 2-33), by navigating to **Additional Options > Partial Payments**.

Figure 2-33: Scheduled Partial Payments Screen

When you select **Schedule Partial Payments**, DTS calculates the payment amounts, based on your estimated trip expenses and trip itinerary dates. Payment dates occur every 30 days after the trip start date. You cannot manually change SPP amounts or payment dates, but they can change – here’s how:

- If you make any updates that affect your reimbursable expenses or trip allowances, DTS recalculates the amounts and dates of future SPPs.
- If you amend the authorization to make your trip shorter, DTS deletes SPPs scheduled after the new trip end date.
- If you amend the authorization to make your trip longer, DTS adds new SPPs as necessary.

However, DTS cannot change SPPs that are already in a **SUBMITTED** or **PAID** status.

6.3 Advances

A travel advance is a payment sent to your personal bank account before your trip begins to help you pay official travel expenses. The usual means of getting travel funds is via a withdrawal from an ATM, and for that reason, advances are not usually authorized if you have a GTCC. When authorized, you may receive either 80 or 100 percent of your anticipated trip payment as an advance. Access the Advances screen (Figure 2-34) by navigating to **Additional Options > Advances**.

Figure 2-34: Advances Screen

The only steps you need to take to request an advance are to select an LOA and save. Only LOAs that appear on the Accounting Codes screen are available for selection.

After you create the authorization, if you need to change your advance request (for example if you add or remove expenses or if the trip length changes), here's how you do it:

- If the AO has not yet approved the authorization:
 1. Adjust the authorization, make the necessary changes, and then navigate to **Additional Options > Advances**.
 2. Select the **remove** link next to the selected LOA.
 3. Re-select the LOA.
- If the AO has already approved the authorization, you cannot change the advance request amount in DTS:
 1. If your trip expenses will be higher (e.g., you extended your trip), you must request an increased advance outside DTS following your local business rules.
 2. If your trip expenses will be lower (e.g., you shortened your trip), you will be placed into debt if the total amount you receive exceeds the amount you may claim when you file your voucher.

7 DTS Review/Sign Module

The DTS **Review/Sign** module lets you review all the entries you made on the authorization, add official comments, explain entries that require justification, and sign the document. Access the **Review/Sign** module by selecting **Review/Sign** at the top of the screen.

7.1 Preview

The Preview Trip screen (Figure 2-35) is a very long screen that displays all the cost data in the authorization, so you can check for errors before you sign it. **Edit** links appear in key locations so you can modify incorrect entries. Access the Preview Trip Screen by navigating to **Review/Sign > Preview**.

Logged In As: Eric T. West
Traveller Name: Eric T. West
Document Name: EWCOLORADOSPR030418_A01
Document Type: Authorization
Screen ID: 1064.5
Close Window
Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Document Comments

1 Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

2 Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: TRAINING ATTENDANCE
Trip Description:
Conference/Event Name: Not Applicable

Overall Starting Point Time Zone: EST (06)

3 Itinerary: Leave From: Warrenton, VA
Leave: 04-Mar-18

Location 1 - COLORADO SPRINGS, CO Time Zone: MST (08)

Itinerary: Leave From: WARRENTON, VA
TDY/TAD Location: COLORADO SPRINGS, CO
Arrive: 04-Mar-18
Leave: 28-Apr-18

Commercial Lodging: Reserved: Yes

Air Travel: Carrier: United Airlines
Flight: 374
Fare: \$256.00
Airport Passenger facility charge included in ticket price
Tax: \$216.74
Depart: IAD-Washington Dulles International Apt. 04-Mar-18 08:09AM
Arrive: ORD-Chicago O'Hare International Apt. 04-Mar-18 09:19AM
Method Of Reimbursement: GOVCC
Seat Preference: Window

Comments to the Travel Agent: SEAT PREFERENCE: Window

4 Air Travel: Carrier: United Airlines

Per Diem Entitlements

Lodging M&IE:

| Start Date | End Date | Total Lodge | Total M&IE |
|------------|----------|-------------|------------|
| 03/04/18 | 04/28/18 | \$5,830.00 | \$3,274.50 |

Accounting Summary

5 Actual/Estimate

| Accounting Code: | 16 TRAINING | Allowed | Accounting Code: | 16 TRAINING |
|------------------------|-------------|---------------|------------------|-------------|
| COM. CARR.-I: | \$128.00 | COM. CARR.-I: | \$128.00 | |
| LODGING: | \$1,457.50 | LODGING: | \$159.00 | |
| M&IE: | \$818.62 | M&IE: | \$95.88 | |
| MILEAGE: | \$4.50 | MILEAGE: | \$4.50 | |
| 16 TRAINING Sub Total: | \$2,408.62 | OTHER: | \$18.75 | |

No Advances requested.
No Scheduled Partial Payments Requested.

Save And Proceed To Other Auths

Proceed to the following page: Other Authorizations Continue

Figure 2-35: Preview Trip Screen (Portions)

From top to bottom, the Preview Trip screen displays:

- Text fields that you can use to enter or receive information (indicator #1):
 - **Comments to the AO**
 - **Comments from the travel agent** (i.e., the TMC)
- The trip Type, Trip Purpose, Trip Description, and Conference name, if applicable (indicator #2)
- The trip starting point and date
- For each the TDY locations (indicator #3):
 - The location and dates
 - The trip ending point and date
 - The reservations created in DTS
- A list of expenses and allowances (indicator #4)
- A summary of all trip expenses broken down by LOA and by category (indicator #5)
- A list of requested advances and SPPs

Most sections include **Edit** links you can use to make corrections when necessary. When all is in order, select **Save And Proceed To Other Auths**.

7.2 Other Auths.

Use the Other Authorizations screen (Figure 2-36) to enter official remarks that need to appear on printed travel documents. Access the Other Authorizations Screen by navigating to **Review/Sign > Other Auths**.

Logged In As: [Eric T. West](#) Document Name: EWCOLORADOSPR030418_A01 Screen ID: 1040.1 [Close Window](#)
 Traveler Name: [Eric T. West](#) Document Type: Authorization [Help for this screen](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

| | Other Authorization | Remarks | Remove |
|---|-------------------------------|-------------------------------|--------|
| 1 | ANNUAL LEAVE OR NON-DUTY DAYS | ANNUAL LEAVE OR NON-DUTY DAYS | |

[Save and Proceed to Pre-Audits](#)

Proceed to the following page: [Pre-Audit](#) [Continue](#)

Figure 2-36: Other Authorizations Screen

Some Other Authorizations appear automatically based on choices you made elsewhere on the authorization. You cannot remove these, except by changing the selection that caused it to appear. Others you can manually; these you can remove at will.

To manually add an other authorization to a document:

1. Select the **Add Additional Authorizations For This Trip** link. A list of available other authorizations appears.
2. Check the box next to each other authorization you want to add.
3. Select **Add**.

Regardless of how they got there, every other authorization requires a comment in the **Remarks** column. When you are done entering **Remarks**, select **Save And Proceed To Pre-Audits**.

Note: DTS automatically adds some **Remarks** for you. For these, the system also provides a text field so you can add additional comments if your local business rules require you to do so. Your local business rules determine the content of all manually entered **Remarks**.

7.3 Pre-Audit

The Pre-Audit Trip screen (Figure 2-37) displays items that DTS has flagged because they potentially break DoD travel policy or exceed established cost thresholds. Such items require an appropriate justification before the AO may approve them. Other actions, such as failing to claim an expected expense or taking leave, simply require another look to prevent underpayments or verify that you followed the proper procedure. Access the Pre-Audit Trip screen by navigating to **Review/Sign > Pre-Audit**.

Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don't access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

Logged In As: [Eric T West](#) Document Name: EWCOLORADOSPR030418_A01 Screen ID: 1043.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

5 Items have been Flagged in this Travel Document

| 1. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
|----|---------------------------------|---|--|
| | ➤ FISCAL YEAR ALLOCATION | ➤ This travel document covers Fiscal Year 18 but there is a Line Of Accounting specified for a different Fiscal Year 16 | |
| | ➤ HIGHER RENTAL CAR RATE CHOSEN | ➤ The rental car rate selected \$435.95 is higher than the lowest rental car rate available \$398.68 for the selected rental car type by \$37.27 Alamo Rent-a-Car COS 03/04/2018 - 08:30 AM COS 03/13/2018 - 05:30 PM. | |

The following are provided for advisory purposes only

| 3. | Advisory | Advisory Description <Help> |
|----|---------------------------------|--|
| | ➤ UNALLOCATED EXPENSES | ➤ Travel document contains expenses that have not been allocated to an LOA. This document cannot be approved until all expenses have been allocated. |
| | ➤ LEAVE REQUESTED | ➤ LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS. |
| | ➤ TRIP DURATION EXCEEDS 45 DAYS | ➤ LENGTH OF TRIP EXCEEDS 45 DAYS. PARTIAL PAYMENTS SHOULD BE SCHEDULED. |

[Save And Proceed To Digital Signature](#)

Proceed to the following page: [Digital Signature](#) [Continue](#)

Figure 2-37: Pre-Audit Trip Screen

The screen is broken into two parts:

- Flags:** These items potentially break travel policy or exceed established cost thresholds. Use the **Justification to the Approving Official** text boxes to explain to the AO why you selected the questionable item and why they should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.

- **Reason Codes:** When the flag triggers for a failure to use a required contract airfare or a required lodging type, a **Reason Codes** link appears above the Justification to the Approving Official text box. Select it to open a list of codes, and select the one that best explains your choice.
- **Advisory notices:** These items alert you to items of potential concern or remind you about something you forgot (e.g., you reserved a rental car, but didn't include a gas expense for it.) They do not require justification.

Note: Select the **Help** link above each flagged item or advisory notice to see an explanation of the flag or advisory.

When you have properly justified all required items, select **Save And Proceed To Digital Signature**.

7.4 Digital Signature

The Digital Signature screen (Figure 2-38) lets you sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AOs if you wish. Access the Digital Signature screen by navigating to **Review/Sign > Digital Signature**.

Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don't access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

Logged In As: [Eric T. West](#) Document Name: EWCOLORADOSPR030418_A01 Screen ID: 1059.1 [Close Window](#)
 Traveler Name: [Eric T. West](#) Document Type: Authorization [Help for this screen](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

[Submit Completed Document](#)

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

| Awaiting Status Change To | By | Level |
|---------------------------|--------------|-------|
| SIGNED | Eric T. West | 0 |

Document History

| Status | Date | Time | Name | Remarks |
|---------|----------|------|--------------|---------|
| CREATED | 01/23/18 | 0835 | Eric T. West | |

[View Reasons for Audit Failures](#)

Proceed to the following page: [Continue](#)

Figure 2-38: Digital Signature Screen

On the Digital Signature screen, you can:

- Verify that the **SIGNED** status stamp is visible to the right of **Submit this document as**.
- (Optional) Change the **Routing List** your document will follow after you sign it.
- (Optional) Add **Additional Remarks** to the AO.
- See the document's current pending status and its stamping history.
- (Optional) **View reasons for Audit Failures**, if any.
- Digitally sign the document by selecting **Submit Completed Document**.

After you submit (digitally sign) the authorization, the following steps may occur, depending on the selections you made in the document, DTS:

1. Warns you that if the AO doesn't approve the document within 72 hours before

departure (or less, for if you're already in the 72-hour window), your airline reservations will be cancelled.

2. Warns you that your profile contains no valid GTCC information and gives you a chance to enter it.
3. Verifies your identity by requiring you to enter your CAC PIN.

After you sign the authorization, it begins the routing process. It may be reviewed, but eventually will go to the AO for approval, then to your supporting financial institution for monetary processing.



However, your pre-trip responsibilities do not end with your signature. You should always confirm that the TMC has ticketed your air travel before you head for the airport. Options for confirming your ticketing status include, but aren't limited to:

- Log into DTS and navigate to **Review/Sign > Digital Signature**. If the **CTO TICKETED** stamp appears in your document's stamping history, the TMC has ticketed your trip.
- Check your email. Most TMCs send you an email when they ticket your flights, which happens about 3 days before your trip starts.
- Go online to your TMC's website. After you enter some identifying information about your trip, you'll see your ticketing status.
- Call the TMC. They'll be happy to confirm your ticketing status.

8 Helpful Resources

| GUIDES | |
|--|--|
| Title | URL |
| DTS Guide 1: Getting Started | www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf |
| DTS Guide 2: Authorizations | www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf |
| DTS Guide 3: Vouchers | www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf |
| DTS Guide 4: Local Vouchers | www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf |
| DTS Guide 5: Group Authorizations | www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf |
| Desktop Guide for Authorizing Officials | www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf |
| Special Circumstances Travel Guide | www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf |

| OTHER RESOURCES | |
|---|--|
| Title | URL |
| DTS Overview Information Paper | www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf |
| DTS Trip Template Information Paper | www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf |
| Import/Export Trifold Information Paper | Trifold: www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf Information Paper: www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf |
| Permissive Travel Information Paper | www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf |
| Dependent Travel Information Paper | www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf |
| Renewal Agreement Travel Information Paper | www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf |
| *Adjustments & Amendment Trifolds Information Paper | Update Authorization Trifold: www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf Update Voucher Trifold: www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf Information Paper: www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf |
| Self-Approving Official Information Paper | www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf |
| Foreign Military Sales Information Paper | www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf |
| *Constructed Travel Worksheet (CTW) Authorization Instructions Voucher Instructions Information Paper | Instructions for Authorization CTW: www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf Information paper: www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf |
| *Cancellation Procedures Trifold Information Paper | Trifold: www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf Information paper: www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf |
| * Web-based training module is also available in Travel Explorer (TraX) at www.defensetravel.dod.mil/passport | |